

**Information Technology Unit (Leader)** – The **ITUL** is responsible for **developing plans** for the **effective** use of incident information technology **equipment** and **facilities**, installing and testing of information technology equipment, **supervision** of the incident information technology staff, **distribution** of information technology **equipment** to **incident personnel**, and the **maintenance** and **repair** of the information technology **equipment**.

The **major** responsibilities of the **ITUL** are:

- a. Review "Common Responsibilities" in Chapter 2.
- b. Review "Unit Leader Responsibilities" in Chapter 2.
- c. Determine **unit** personnel **needs**.
- d. Provide **technical** information as required on:
  - **Geographic limitations** on information technology (IT) **systems**.
  - IT equipment **capabilities** and limitations.
  - **Amount** and **types** of IT equipment available.
  - **Anticipated** problems in the use of **IT equipment**.
- e. Determine **level** of IT support needed to **support response**.
- f. Determine if **Communication Trailer (CT)** is needed at incident.
  - Ensure the **CT** is **mobilized** and **deployed**.
    - i. Arrange a "**Class A**" **licensed** driver to pick up **CT** at facility and drive to incident.
    - ii. Arrange for **network** and **PC support** personnel to travel with **CT** during deployments. Act as **chase vehicle** during transport and be present to **establish CT** services.
    - iii. Recommend **optimal** placement of **CT** for **satellite** and **network bridging** lines of site.
    - iv. Deploy and **power-up CT** at determined site.
    - v. Activate **network file** and **print** services.
    - vi. Activate **satellite Internet** connection.
    - vii. Activate internal **cellular phone** modules.
    - viii. Activate **wireless** access points, establish **security key** and issuing process.
- g. Establish appropriate information technology **distribution/maintenance locations** within the **base**.
- h. Ensure an IT equipment **accountability** system is established.
- i. Ensure IT equipment is **tested** and **repaired**.
- j. Ensure IT **equipment** from **cache** is brought to incident and distributed as needed. Including:
  - **Go-kits**
  - Repair kits
  - Additional **cables**, cords, **mice**, batteries, etc.
- k. **Recover** IT equipment from **units** being **demobilized**.
- l. Maintain **unit log** (ICS 214-CG)

Considerations:

### **WIRELESS ACCESS**

A log will be kept of all issued WPA2 keys granting wireless access to OSPR network resources. The log will include name, organization, unit, reason, and duration.

### **INTERNET**

Usage during event may dictate increasing satellite bandwidth and usage thresholds. Request increase through communications leader.

### **POWER**

If...shore power is available at deployment site  
Then...request through communications leader  
Or else...request diesel for generator through logistics unit.

### **Presentation Layout:**

Slides...

- Title slide
- Brief overview of presentation
- Brief review of the problem
- Brief review of proposed solution
  - How can IT fit into the Incident Command System?

Submission to USCG for inclusion in the Incident Management Handbook  
Cover Letter  
ITUL